

CONFIDENTIAL

FILES: *Harmon*  
RETURN TO

RECORDS MANAGEMENT DIVISION

Chief, Security Division, SO

16 July 1954

25X1 ATTENTION :

Chief, Records Management Division  
Management Staff, DD/A

Proposed Revision of Courier Receipt, Form No. 35-16

1. The attached proposal for revising the current courier receipt form and logging procedure for confidential and secret materials is submitted for review and concurrence or comments. This proposal is not intended in any way to affect the handling of top secret materials.

2. It will be noted that the proposed procedure provides a greater degree of security in the transmission of classified materials and a more accurate and secure logging procedure. In addition to these advantages, appreciable labor savings would accrue through the elimination of a considerable number of work steps.

3. Logistics Office has informally agreed to the proposed changes with respect to its effect on the Mail and Courier Branch.

4. In the event these changes meet with the approval of the Security Office, this office will be glad to prepare or assist the Security Office in preparing necessary instructions for installing them.

Attachment

RMD/RSB/JS:ew

*JS*  
*27/16*

*28 Sept 55*

*Discussed with  who is working on logging requirements in the DOI Area. He asks that we contact him before taking action to implement this procedure.*

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